



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Horse Trials TD Checklist

To be completed by the TD prior to all Branch, Club, Area One Day Events including Area Trials.

Event Name: _____

Event date: _____ Event venue: _____

Chief Dressage Judge: _____ Show Jump Judge: _____

Chief Cross Country Judge: _____ Assistant Cross Country Judge: _____

Technical Delegate: _____ Assistant Technical Delegate: _____

Gear Checkers: _____

Starter/Time Keepers: _____

Appeal Committee: _____

Has the course been upgraded? Yes No

Pre Event

Arrange to meet with the Course Builder & Cross-Country Judge. Date & time of meeting: _____

Recommendations: re courses and/or jumps: _____

Check heights, spreads, and measure the cross-country course & calculate times.

A1: _____

DC: _____

Open: _____

Training: _____

Pre-Training: _____

Introductory: _____

Kindergarten: _____

Course plans will be displayed by: _____

All jumps within required dimensions?

Discussed with secretary show jumping regulations?

Crash Crew: _____

Vet: _____

St Johns or medical personnel: _____

On the Day or Day Before Event

Reporting time to Secretary: _____

Radio (if available) channel: _____

Check dressage arenas

Hand over time to Chief Dressage Judge: _____

Check show jumping courses

Course Plans displayed

Course Measured

Hand over time to Show Jumping Judge: _____

Check with scorers and advise any irregularities

Final overview of cross-country and check all recommendations attended to done.

Meet with the Chief Cross-Country Judge and Course Designer

Check courses together

Handover time of cross-country course to the Chief Cross Country Judge: _____

Cross Country briefing time: _____

Follow up with Dressage & Show Jumping Judges

Answer questions from competitors: _____

Follow up with scorers

Positioned **on course** to gain overview of cross-country course allocated

Section of course: _____

Check Fence Judges are completing score sheets correctly

Assist to change flags at end of each class (time/s): _____

Check with Scorers

Any problems: _____

Initial scores and record time posted: _____

Receive rider enquiries

Protests listened to and advice given: _____

Appeal process undertaken

Officiate at Prize giving

In the event of any serious incident please make notes on your actions here: _____

Accident Report form complete

Name of person completing form: _____

Post Event

Debrief with Secretary at completion of event

Issues for consideration at future events for this Branch, Club, Area: _____

I have completed the above

Name: _____

Signed: _____

Date: _____